



## CURRICULUM VITAE

<b>PROPOSED POSITION</b>	<b>Operational Director</b> <del>CHIEF EXECUTIVE OFFICER</del>
<b>PERSONAL DATA</b> <i>NAME</i> <i>DATE OF BIRTH</i> <i>NATIONALITY</i> <i>CIVIL STATUS</i> <i>ADDRESS</i>	FAYYAZ AHMED SIDDIQUI 15TH NOVEMBER, 1973 PAKISTANI PROFESSIONAL MANAGEMENT ACCOUNTANT B-23, BILAL TOWN NEAR ROSE GARDEN MALIR HAULT, KARACHI <a href="mailto:fayyaz.siddiqui@hotmail.COM">fayyaz.siddiqui@hotmail.COM</a> +92-021-331-2104883, +92-021-300-0458380, +92-021-34591893
<b>EDUCATION<sup>1</sup></b>	COST & MANAGEMENT ACCOUNTANT- CMA CORPORATE SECRETARY-CS
<b>LANGUAGES</b>	English Urdu
<b>TRAININGS</b>	Finance Accounting Training such as Planning, Reporting, Revenue Recognition, Receivables, Provisions and accruals, Balance sheet/Income statement, Cash Flow, SoA 404, Revenue Recognition of Product Business, New Order & Order in Hand, Construction Contract, global anti-bribery, LoA, Foreign Currency Accounting, Inter Company Business, Enterprise Risk Management. Incoterms 2010, Contract Management.
<b>KEY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Associate member of the Institute of Cost &amp; Management Accountants of Pakistan ACMA (Qualified in 2005)</li> <li>Associate member of The Institute of Corporate Secretaries of Pakistan ACIS (Qualified in 2003)</li> </ul>
<b>PROJECTS HANDLED</b>	<ul style="list-style-type: none"> <li>HUD &amp; PHED New Muree Project</li> <li>CAA Packages -7A, 8B, 8C-1</li> <li>CAA Package-3 Subcontract</li> <li>CAA Package 7B, Package-4</li> <li>Different Orders of PAF Bases.</li> <li>BP, Eni, MOL, Parco, Fátima Fertilizar etc.</li> <li>DHA Lahore Infrastructure Projects.</li> <li>Building Technology orders i.e. Metro Cash &amp; Carry, Tetra Pack, LUMS, CDA, PNSC &amp; Dolman Mall etc.</li> <li>Many others Miscellaneous Project of Infrastructure, Oil &amp; Gas and Process Industries, Pakistan Railways.</li> </ul>
<b>CAREER HIGHLIGHTS</b> · FIDIC Conditions Bid Management. · Imports and Logistics. · Contract & Claim Management. · Cost Controlling, Variance analysis. · PM@Siemens. · Legal, Tax, Treasury, Supply Chain and negotiation skill. · Credit & Guarantee Exposure Approval & Controlling.	<b>EXPERIENCE SUMMARY</b> My expertise lies in successfully developing and implementing strategic workflow processes, expanding business opportunities, liaising with internal and external stakeholders, and managing staff deployments to maximize Productivity, efficiency, and revenue growth through my more than 18 years of experience mostly in a multinational Organization.  I have become adept in overseeing a wide variety of operational responsibilities to ensure outstanding Customer service and optimize employee development and performance.  My additional success in building, training, and managing teams positions me to make an effective operational directive of the company during handling of Mega Projects.  I have excellent track record of profitability enhancement, Imports/Logistics & Budgeting, Legal, Tax, Treasury, Supply Chain, Contract/Proposal Management, Risk Management. Contract Negotiation/Finalization.  Currently working at US based Construction's Project Management Consultancy firm where looking after the Contracts Administration doing mega projects by M/s EMAAR of > 30 billion PKR. My responsibilities is to adhere Contracts Administration of the signed Construction and Consultancy Contract.

<ul style="list-style-type: none"> <li>Preparation of Project Cash Flow.</li> <li>Coordination with Legal, &amp; other BUs</li> <li>Perform Internal Control Checks as per SOA manual, Compliance Guidelines</li> <li>Specialties: Strong in Receivables Collection, L/C, Imports, Logistics, Variance analysis, Accounts/Finance, Cost/Budgeting, Legal, Tax, Treasury, Contracts &amp; Claim administration.</li> </ul>	
<p><b>PROJECT NAME</b> <b>Company</b> <b>Location</b> <b>Position</b> <b>Date from – Date to</b></p> <p><b>Project Description:</b></p> <p><b>Responsibilities/Tasks:</b></p>	<p><b><i>M/s Reon Energy Limited (A company of Dawood Hercules). Karachi, (Energy Division) Sr. Manager Contracts.</i></b></p> <p><b>July 2019 to till date</b></p> <p><b><i>EPCC Project of Solar and Wind from small to mega scale for SME, industrial, Commercial, Telecom and multidimension customer local and international.</i></b></p> <ul style="list-style-type: none"> <li>➤ Independently handling all contractual, legal, compliance, insurance of the customer, vendor, SCM and other misc Contracts, MoU, JV, Sub-Contracts, Agreements, RFP etc.</li> <li>➤ Initiate negotiate and finalized the Contracts b/w Parties, vendor and all stakeholder having business transaction with the Company.</li> <li>➤ Liaison with Legal, Tax, Finance, treasury, compliance and corporate deptt for contractual aspect.</li> <li>➤ Establishing and monitoring the bidding process with the sub-contracting and sub-letting.</li> <li>➤ Standardization of Contracts documents of small, mega, medium type of project, frame Agreement, Vendor's T&amp;C and Sales and tendering/proposal contractual documents.</li> <li>➤ To provide complete assistance and participate with SCM of all local and foreign procurement activities.</li> <li>➤ Look after, change Management, Claims, EOT or any type of the contractual matter with the customer and vendor.</li> <li>➤ Provide complete backup to the execution team for the project completion and monitoring the project completion within time limit and budget.</li> <li>➤ Training and knowledge transfer to site team and corporate office.</li> <li>➤ Guide the management about project management, strategies with respect to Sales and proposal.</li> <li>➤ To communicate effectively with statutory and regulatory authorities such as PEC, NEPRA, AEDB etc. for licensing and other matters of tariff.</li> </ul>
<p><b>PROJECT NAME</b> <b>Company</b> <b>Location</b> <b>Position</b> <b>Date from – Date to</b></p> <p><b>Project Description:</b></p> <p><b>Responsibilities/Tasks:</b></p>	<p><b><i>Five Towers High Rise Building (EMAAR Giga Karachi)</i></b></p> <p><b><i>M/s EMAAR Giga Karachi.</i></b></p> <p><b><i>Sea View Defense Karachi,</i></b></p> <p><b><i>Contracts Administrator (Contracts Management Profile)</i></b></p> <p><b>April 2018 to May, 2019</b></p> <p><b><i>Civil, Electrical, Mechanical and Architectural Works for the Construction of Five Towers High Rise building in Karachi.</i></b></p> <ul style="list-style-type: none"> <li>➤ To keep abreast of all contractual undertakings and activities of the Company, all material external factors affecting the client and to ensure that processes of contracts administration and systems are in place to ensure that the PM and RE are adequately informed.</li> <li>➤ Response to all open letters to the Contractors.</li> <li>➤ To abide by specific internally established control systems and delegation of authorities, to lead by personal example and encourage all stakeholders to conduct their activities in accordance with all applicable laws and signed contracts by the Contractor and the Company's standards and policies, including its environmental, safety and health policies and Awareness of their role being a Project supervision Consultants.</li> <li>➤ To communicate effectively with client and contractors the statutory and regulatory requirements of all construction Activities to avoid any legal consequences.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ To ensure effective internal controls and management information systems are in place through software/manual of all approval, Submittals, determination, notice, consent etc.</li> <li>➤ Lead employees to encourage maximum performance and dedication.</li> <li>➤ Provide mentorship and coaching to enhance individual and organizational knowledge and capabilities.</li> <li>➤ Serve as executive level customer liaison, interacting with and developing new and existing customer relationships.</li> <li>➤ Response on EOT and its associated cost claims.</li> <li>➤ Vetting all insurance/bank guarantee, payment certificate etc.</li> <li>➤ Advise to management regarding the contractual/ legal matters.</li> <li>➤ Review all VO, change &amp; claim notices etc. as per Contracts.</li> </ul>
<b>PROJECT NAME</b> <b>Company</b> <b>Location</b> <b>Position</b> <b>Date from – Date to</b>  <b>Project Description:</b>  <b>Responsibilities/Tasks:</b>	<b>New Islamabad International Airport</b> <b>Siemens Pakistan Engineering Co. Ltd. Islamabad</b> <b>Manager Finance &amp; Business Administration (Contracts and Claim Portfolio)</b> <b>2015- 2018</b> <b>Package-7A, 8B and 8C-01 (Turnkey Electrical, Mechanical, communication, AFL and associated Works at Airport)</b> <ul style="list-style-type: none"> <li>➤ Timely submission of Package 7A &amp; 8B EOT, ERE and its related associated cost claims.</li> <li>➤ Substantiation of the claims through documentary evidences, tools, policies and procedures.</li> <li>➤ Handle sub-contractor's claim and contracts for smooth execution of project.</li> <li>➤ Timely Preparation of Price escalation claims, response to open letters and correspondences etc.</li> <li>➤ Finalization of Contracts in accordance with PEC, FIDIC, PPRA &amp; SPRA Rules of public's procurements contracts.</li> <li>➤ Review and comments on contract terms and conditions at proposal stage as per technical and commercial Risk Assessment Guidelines of VO.</li> <li>➤ Establish and maintain strong business relationships with stakeholders and suppliers including effectively managing Contract enquiries, issues, disputes, variations, risks and undertaking negotiations with suppliers as required.</li> <li>➤ Ensure customer satisfaction is a high priority and stakeholders receive responsive and proactive services where Agency Representatives are engaged, and feedback is sought.</li> <li>➤ Research and analyze contract related information including supplier contract reporting and provide reports regarding Contract activity and performance (including Agency reporting)</li> <li>➤ Manage allocated contract implementation and transition, including management of supplier and Agency activities.</li> <li>➤ Preparation of change orders, variations and claims, liaise with schedulers in view of gathering the appropriate Argumentation for an Extension of Time claim.</li> <li>➤ Handle of insurance claims from intimation, negotiation, and survey to payment received.</li> <li>➤ Carry out regular evaluation of the subcontractors/suppliers and provide feedback to superiors.</li> <li>➤ Co-ordination with the project execution and help any contractual related matters of the Contracts &amp; claims.</li> <li>➤ To prepare all backup for the substantiation of associated cost and EOT.</li> </ul>
<b>PROJECT NAME</b> <b>Company</b> <b>Location</b> <b>Position</b> <b>Date from – Date to</b>  <b>Project Description:</b>  <b>Responsibilities/Tasks:</b>	<b>PAF bases, BP, Eni, MOL, PARCO, Fatima Fertilizer.</b> <b>Siemens Pakistan Engineering Co. Ltd.</b> <b>Different cities such as Karachi, Lahore, Islamabad, Peshawar etc.</b> <b>Manager Finance and Business Administration (Sales and Proposal Portfolio)</b> <b>2010-2015</b> <b>Supply, Installation, Testing and Commissioning of AFL, Electrical, Mechanical, Manpower Supply, Shutdown Works and associated civil and other works.</b> <ul style="list-style-type: none"> <li>➤ Finalization of subcontracts, agency agreements, joint venture agreements, consortium agreements, DOR, MOUs and other types and forms of frame agreements.</li> <li>➤ Legal vetting with the legal department before finalization of any business transaction.</li> <li>➤ Compose and maintain complex up to date across government contract documentation (including contract management Plans), procedures, data and records to ensure timely communication to Agencies.</li> <li>➤ Provide advice and support to the Category Manager and contract establishment process including identifying Opportunities to improve procurement outcomes, efficiency and value for money.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Provide leadership, advice and support to staff within the team.</li> <li>➤ Provide concept while Contract drafting and finalization in accordance with the negotiated T&amp;C's with the customer.</li> <li>➤ Handling all issues from pre-qualification to finalize sales and proposals as per statutory and regulatory requirement such as PPRA, SPPRA, PEC etc..</li> <li>➤ Manage established across contracts for goods and services to ensure the delivery of outcomes in line with contract Objectives, government and customer requirements.</li> <li>➤ Monitor contract performance and compliance in accordance with the contract, contract management plan, risk Management plan and organizational policies and procedures.</li> <li>➤ Drive the additional Limits of Authority process and compliance, ensure all appropriate internal processes and Procedures are followed, providing advice and guidance where needed.</li> </ul>
<b>PROJECT NAME</b>  <b>Company</b> <b>Location</b> <b>Position</b> <b>Date from – Date to</b>  <b>Project Description:</b>  <b>Responsibilities/Tasks:</b>	<b>DHA Lahore, Metro Cash and Carry, Tetra Pack, LUMS, CDA, PNSC, Dolman Mall &amp; Pakistan Railways.</b> <b>Siemens Pakistan Engineering Co. Ltd Karachi</b> <b>Manager Finance and Business Administration (Imports and Logistics Portfolio)</b> <b>2008-2010</b>  <b>Supply, Installation, Testing and Commissioning of Electrical, BMS, Mechanical and Telecommunication and its associated Works.</b> <ul style="list-style-type: none"> <li>➤ LC/ Bank Contract opening, negotiation and finalization in accordance of procurement plan and PO.</li> <li>➤ Negotiate of LC/Bank Contract with the customer, supplier, vendor's terms and condition.</li> <li>➤ Correspondence with the supplier/vendor for in time delivery of equipment's and materials for the execution of project.</li> <li>➤ Negotiate transportation rates or services with the local transporter, foreign freight forwarder etc.</li> <li>➤ Analyze the financial impact of proposed logistics changes, such as routing, shipping modes, product volumes or mixes, or carriers.</li> <li>➤ To clear the consignment in accordance of notification, SRO or exemption of the imported material, further Free Trade Agreement (FTA), Taxation treaty's documentation and applicability to be ensured.</li> <li>➤ Negotiation for logistic cost of imported consignment to ensure within the budget and savings</li> <li>➤ Participate in carrier management processes, such as selection, qualification, or performance evaluation.</li> <li>➤ Analyze all aspects of project logistics to determine the most cost-effective or efficient means of transporting products or supplies</li> <li>➤ Responsible for the submission and release of duties and taxes at actual in accordance with the Contract.</li> <li>➤ Develop, lead and execute purchasing strategies as per PPRA &amp; SPPRA rules and compliance.</li> <li>➤ Track and report key functional metrics to reduce import and logistics expenses in line with ETC.</li> <li>➤ Negotiation with supplier/vendor/subcontractors before issuance of LOI, PO on T&amp;Cs and deliveries etc</li> <li>➤ Negotiating documented agreements for the delivery and management of material and equipment.</li> <li>➤ Liaisons with clearing agent, freight forwarder and negotiate for the logistic cost to ensure cost within the budget.</li> <li>➤ Precede imports and logistics activities in accordance of SOA manual and guidelines for the successful availability of Material and equipment at project site.</li> <li>➤ Collaborate with other departments to integrate logistics with business systems or processes, such as customer sales, Order management, accounting, or shipping.</li> <li>➤ Direct inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management.</li> <li>➤ Direct co-ordination with the shipper for short shipment or wrong consignment and workout the cost impact due to Short/wrong consignment and claim negotiation thereof.</li> </ul>
<b>PROJECT NAME</b> <b>Company</b> <b>Location</b>	<b>DHA Lahore, Metro Cash and Carry, Tetra Pack, LUMS, CDA, PNSC, Dolman Mall &amp; Pakistan Railways.</b>

<b>Position</b>  <b>Date from – Date to</b>  <b>Project Description:</b>  <b>Responsibilities/Tasks:</b>	<b>Siemens Pakistan Engineering Co. Ltd Karachi</b> <b>Manager Finance and Business Administration (Project Execution Portfolio)</b> <b>2006-2008</b>  <b>Water Pipe Line from Jhelum River to New Murre 35 KM with 8 pumping station and water reservoir.</b> <ul style="list-style-type: none"> <li>➤ Carry out all activities related to Contract Management and administration from re-qualification to contract finalization.</li> <li>➤ To manage approvals of EBIT, Margin &amp; Bid Strategy of Pricing from Local Management, Legal, Treasury, Taxation, Export Control Department &amp; Siemens Germany.</li> <li>➤ Support in roll out of compliance program and implementation and monitoring of control as per compliance control Framework.</li> <li>➤ To prepare different type of contracts agreements, formulation of contracts negotiation strategies with customers, Subcontractors &amp; vendors/suppliers.</li> <li>➤ To prepare different type of contracts agreements, formulation of contracts negotiation strategies with customers, subcontractors &amp; vendors/suppliers.</li> <li>➤ Preparation of change orders, variations and claims, liaise with schedulers in view of gathering the appropriate argumentation for an Extension of Time claim.</li> <li>➤ Involve in offer/ bid preparation in compliance with Project Management Tool in compliance with Regional / Worldwide Guidelines and QMS Procedure.</li> <li>➤ Carry out risk assessment of contracts and ensure that adequate insurance financing and warranty coverage and other mitigation measures are in place.</li> </ul> <p>To prepare different type of contracts agreements and negotiate with customers, subcontractors &amp; vendors/suppliers</p>
<b>PROJECT NAME</b> <b>Company</b>  <b>Location</b> <b>Position</b> <b>Date from – Date to</b>  <b>Project Description:</b>  <b>Responsibilities/Tasks:</b>	<b>Different construction's Project of Mechanical Works</b> <b>Al-Tariq Group of Companies. Karachi- Sr. Manager Finance</b>  <b>Pakistan, Karachi</b> <b>Sr. Manager Finance (Head of Finance Department)</b> <b>2004-2006.</b>  <b>Ensure all activities of Finance, Cost, Tax, Legal, statutory and regulatory requirement with banks and public sector organization about different projects of the Company</b> <ul style="list-style-type: none"> <li>➤ To prepare final accounts of the company.</li> <li>➤ Financial reporting to the top management.</li> <li>➤ To analysis the forecasted and actual activities relating to finance.</li> <li>➤ To look after the collection activities from the customers.</li> <li>➤ Monitor all activities of Project Controller at different projects.</li> <li>➤ To prepare vendors payment schedules.</li> <li>➤ To prepare sales tax and income tax returns, custom and tax related matters.</li> <li>➤ To look after all activities from voucher to balance sheet.</li> </ul>
<b>PROJECT NAME</b> <b>Date from – Date to</b>  <b>Company</b> <b>Location</b> <b>Position</b>  <b>Project Description:</b>  <b>Responsibilities/Tasks:</b>	<b>Manufacturing of Automobiles Parts</b> <b>Alsons Group of Industries Karachi - Cost Accountant</b> <b>1998-2004</b> <b>Pricing, negotiation of the prototype automobiles Parts and manufacturing thereof.</b> <ul style="list-style-type: none"> <li>➤ Offer preparation for new project and also responsible to generate quotation.</li> <li>➤ Participation in price negotiation meeting with customer.</li> <li>➤ Participation for the preparation of documents of deletion programmed for EDB.</li> <li>➤ Participation in price finalization with Sr. Manager, General Manager and CEO.</li> <li>➤ To prepare budgets and comparison with actual activities for variance analysis.</li> <li>➤ Co-ordination with the engineering development department for shop floor data.</li> <li>➤ Preparing of price revision of existing products.</li> <li>➤ Pricing of vendorized parts and our main product.</li> <li>➤ To prepare monthly statements of cost of manufacturing and analysis variances.</li> <li>➤ Preparation of variance report for actual and estimated cost of products.</li> <li>➤ Standard setting for material, labor and factory overheads.</li> </ul>